



J. TYLER McCaULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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August 13, 2003

TO: Audit Committee

FROM: J. Tyler McCauley
Auditor-Controller

A handwritten signature in dark ink, appearing to read "J. Tyler McCauley", is written over the printed name.

SUBJECT: **BOARD POLICY SUNSET REVIEW**

In 1981, the Board of Supervisors approved Board Policy Number 9.040; Investigations of Possible Criminal Activity Within County Government (Policy). The Policy establishes the designated agencies responsible for criminal investigations of County employees and agencies contracting with the County. The Policy has a current sunset date of September 8, 2003.

Based on the sunset date, we have reviewed the policy and have the following recommendations:

- The Reference section of the Policy should be revised to include the July 1, 2003 memo issued by my office dealing with Fraud Hotline Investigations (attached).
- The sunset review date for the Policy should be extended for ten additional years to September 8, 2013.

A copy of the proposed revised Policy is attached and a copy has been e-mailed to the Audit Committee Chair.

Please contact DeWitt Roberts at (626) 293-1103 if you have any questions,.

Attachment

c: Violet Varona-Lukens, Executive Officer



Los Angeles County

BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
9.040	Investigations Of Possible Criminal Activity Within County Government	09/08/81

PURPOSE

Mandates that the proper authorities be notified of any suspected criminal activity, by a County employee or agency contracting with the County.

REFERENCE

September 8, 1981 Board Order, Synopsis 89

November 17, 1987 Board Order instructing the CAO, Sheriff, County Counsel and Auditor-Controller to develop a detailed guideline for handling suspected employee theft

December 1992 Auditor-Controller Guidelines for Handling the Investigation and Reporting of Employee Misconduct (Promulgated in December 1987 and revised in December 1992)

September 1, 1998 Auditor-Controller memo to each department and district head, Employee Fraud Hotline Investigations

July 1, 2003 Auditor-Controller memo to each Department and District Head, Fraud Hotline Investigations

POLICY

The Board of Supervisors has designated the Sheriff, District Attorney and Auditor-Controller as the only County agencies with the authority to conduct criminal investigations. These agencies have agreed that in all instances when it is suspected that a County employee or an agency contracting with the County has committed a criminal activity, the Auditor-Controller's Special Investigations Unit (SIU) is to be notified immediately. The SIU will contact the appropriate law enforcement agency if it is

determined necessary. If applicable, the Auditor-Controller will report the investigation findings to the Board, the concerned department head and the Chief Administrative Officer.

Also, no department is to conduct any internal investigation without first notifying the Auditor-Controller's SIU. This ensures that only one department is investigating allegations of improprieties.

RESPONSIBLE DEPARTMENT

Auditor-Controller

DATE ISSUED/SUNSET DATE

Issue Date: September 8, 1981

Sunset Date: September 8, 2013

<mailto:countypolicy@bos.co.la.ca.us>